

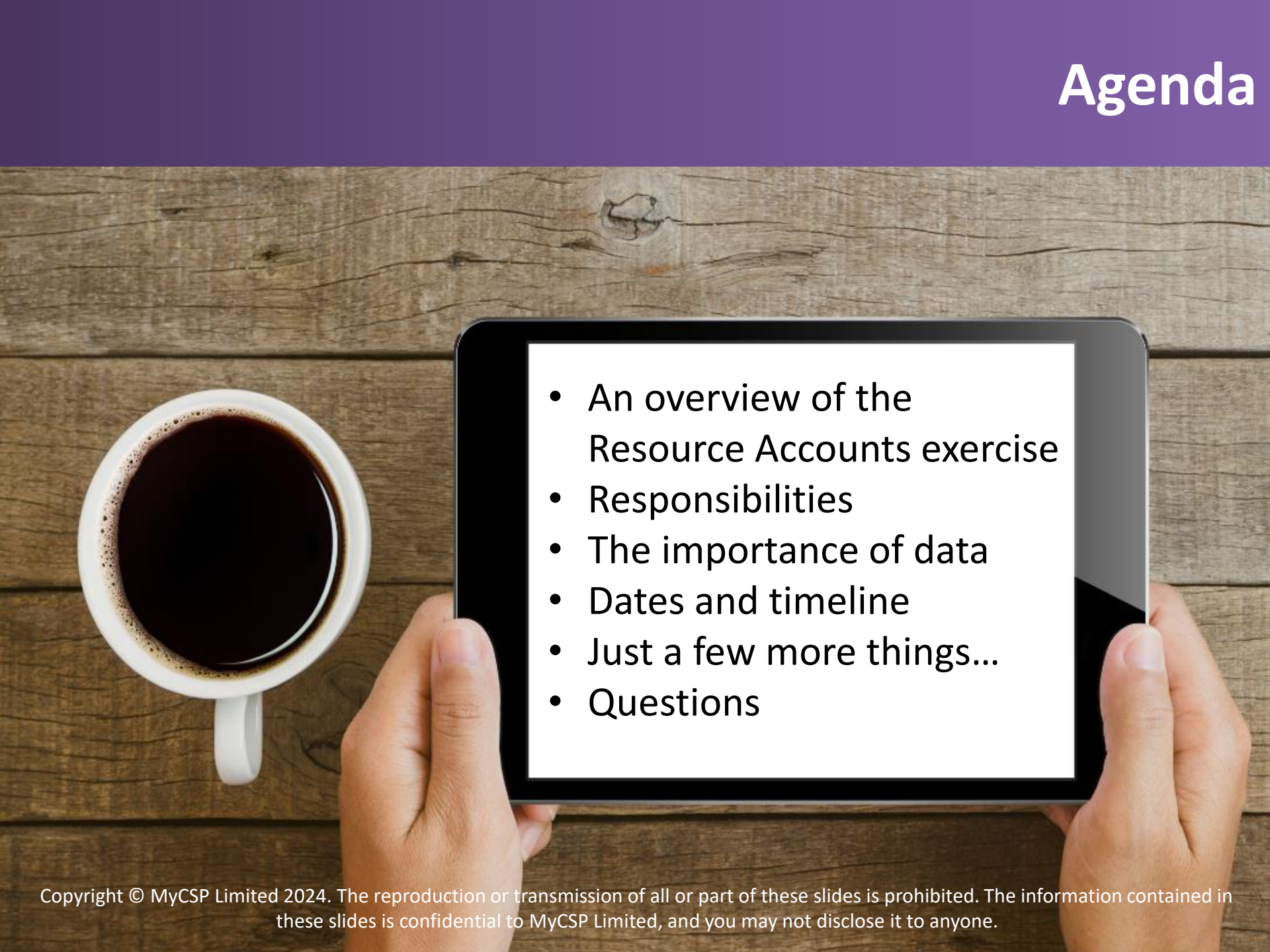
Hot Topics – Winter Edition

A woman with blonde hair, wearing a teal top, is smiling while talking on a black corded telephone. She is sitting at a desk in an office environment. In the background, there are other office cubicles, a man in a light blue shirt, and various office supplies like a pen holder and papers.

Resource Accounts Exercise

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Agenda

- 
- An overview of the Resource Accounts exercise
 - Responsibilities
 - The importance of data
 - Dates and timeline
 - Just a few more things...
 - Questions



An overview of the Resource Accounts exercise

What is Resource Accounts Disclosure?

The expenditure of central government must be reported on each year.

Each department has to prepare a financial statement

Resource accounts must include a remuneration report which contains information about the pay and pension packages of Ministers and the senior management team

The information which must be disclosed is covered in the FReM guidance

Resource Accounts Disclosure

Who is subject to disclosure?

The senior management team will normally be your Management Board or a similar group of very senior officials.

You should find out who is included because each department or agency or Non-Departmental Public Body is responsible for deciding which posts are covered by the disclosure requirements

Resource Accounts Disclosure

Information that must be disclosed:

Single total
figure of
remuneration

Pension
entitlements

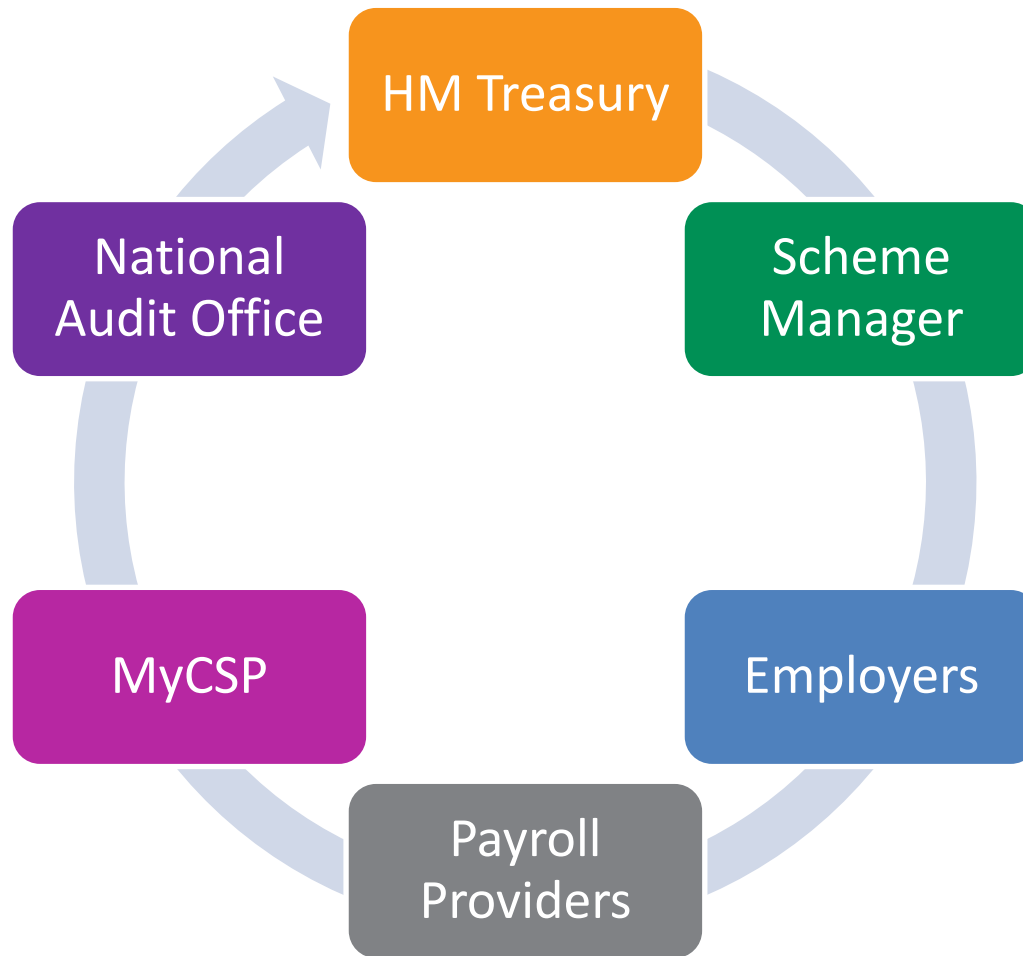
The value of the
cash equivalent
transfer value

Compensation
on early
retirement



Roles and responsibilities

Key players



Roles and responsibilities

HM Treasury

- Produce the technical accounting guide, the Government Financial Reporting Manual (FReM) that covers the preparation of financial statements.
- Consider and advise any change in requirements
- Determine reporting requirements with NAO/Scheme manager

Scheme Manager

- Issue EPN
- Guidance and support for employers
- Confirm changes in calculations to MyCSP
- Verify process and calculation changes each year

Employers

- Provide us accurate member data by a monthly interface via payroll providers
- Respond to queries raised
- Produce year end accounts
- Report to scheme manager, in particular providing Accounting Officer Certificates

Roles and responsibilities

Payroll Providers

- Provide valid monthly interfaces
- Ensure only pensionable salary, allowance and bonus information is provided

MyCSP

- Use January interface and Annex 13A
- Maintain accurate member data base and member records
- Perform disclosure calculations

NAO

- Carry out the external audit of the Resource Accounts
- Visit employers & payroll providers to audit & validate the pay and service history data provided
- Review and verify MyCSP process



The importance of data

Roles and responsibilities

Good quality data is crucial to a well-run pension scheme

While historically the quality of data in the Civil Service Pension scheme has been historically poor, in recent years MyCSP has worked closely with all departments

We initiated a “data cleanse” which started in November 2017.
This is now complete

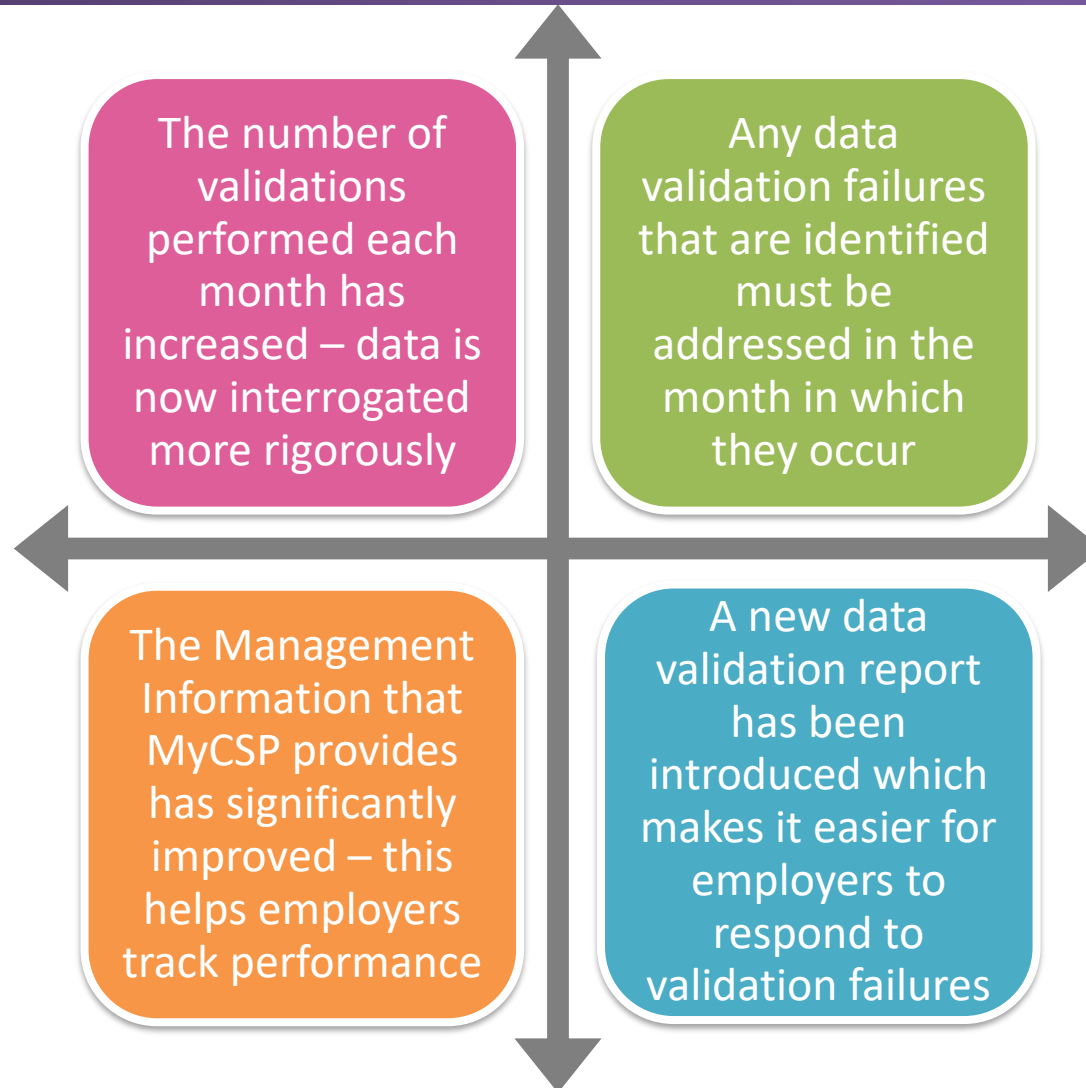
Cabinet Office have recognised we also need to maintain the quality of data coming into the scheme. If this does not happen the efforts used to improve historic data could be undermined

The interface

The interface is a mechanism you as the employer and us as MyCSP use for the transfer of data

We receive information from all departments on a regular basis - usually monthly, bi-monthly or quarterly.

Roles and responsibilities



The interface and Resource Accounts

Usually, we need the January interface along with a completed “Annex 13A” – this is what our specialist administrators will use to begin the process of reporting the pension information.

Due to the Remedy project, we are issuing guidance in two stages this year – the first being EPN 706.

A further EPN will follow.



The Annex 13A



Annex 13A

How to complete

1. Read the information in this year's EPN, Employer Pension Guide and FAQs
2. Complete the contact details table below
3. Navigate to the next tab and complete the submission table with the details of the officers subject to disclosure
4. Review the data added to the table, ensuring any data warnings are corrected if necessary
5. Send the sheet to MyCSP at ResourceAccounts2024@mycsp.co.uk

Important information

1. Failure to complete the Annex correctly may result in a delay in completing your calculations
2. Please include any member that retired or left during the reporting year
3. Start date is 31 March of the start year for the resource accounts (31 March 2023 for the 2023-24 resource accounts) or, if later, the date the individual was appointed to a post in the department to which the disclosure arrangements apply.
4. End date is 31 March of the end year for the resource accounts (31 March 2024 for the 2023-24 resource accounts) or, if earlier, the date the individual left a post in the department to which the disclosure arrangements applied.
5. **The calculations are based on gross pay only; please do not refer queries in respect of scheme pays, pension sharing orders or Remedy. These queries are not in scope and will not be addressed.**

Department	
Telephone	
Email	
Address	
I have read the information available in the EPN, EPG and FAQ <input type="checkbox"/>	
Name	

The Annex 13A

MyCSP will check the information
you have supplied here –
everything else is trusted data

Annex 13A submission

	Name	NINO	Start date	End date	Is interface correct?	Changes	Comments
1							
2							
3							
4							

What information do we look for?

Name, NINO,
start/end date

Scheme
membership
information

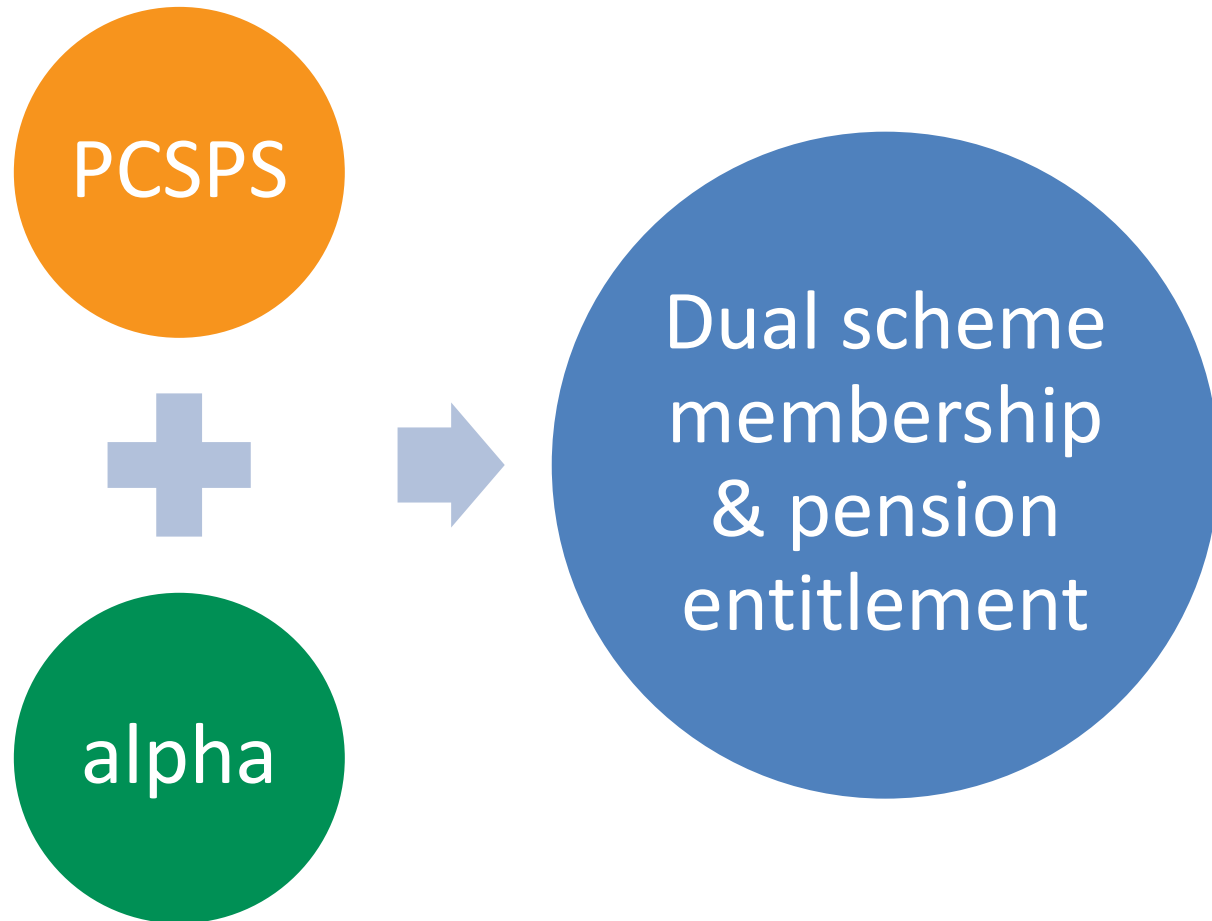
Contribution
rates and
salary bands

Additional
contributions –
Added Years, EPA,
Added Pension

Real increase in
pension and lump
sum*

Pensionable
payments and
allowances

Dual membership





Resource Accounts Disclosure – The Process

Member data – the process

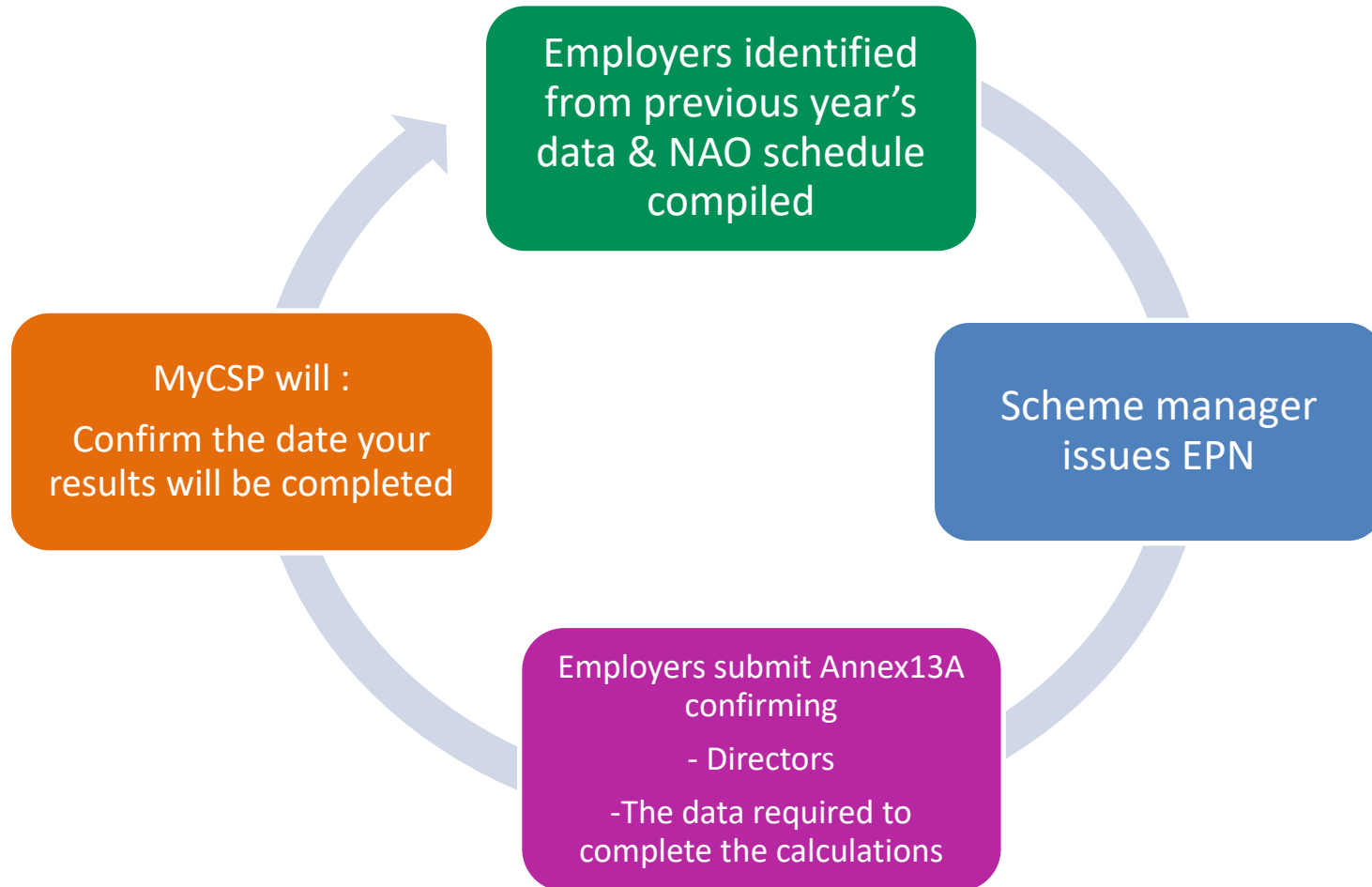


There is only one stage that the employer will need to complete

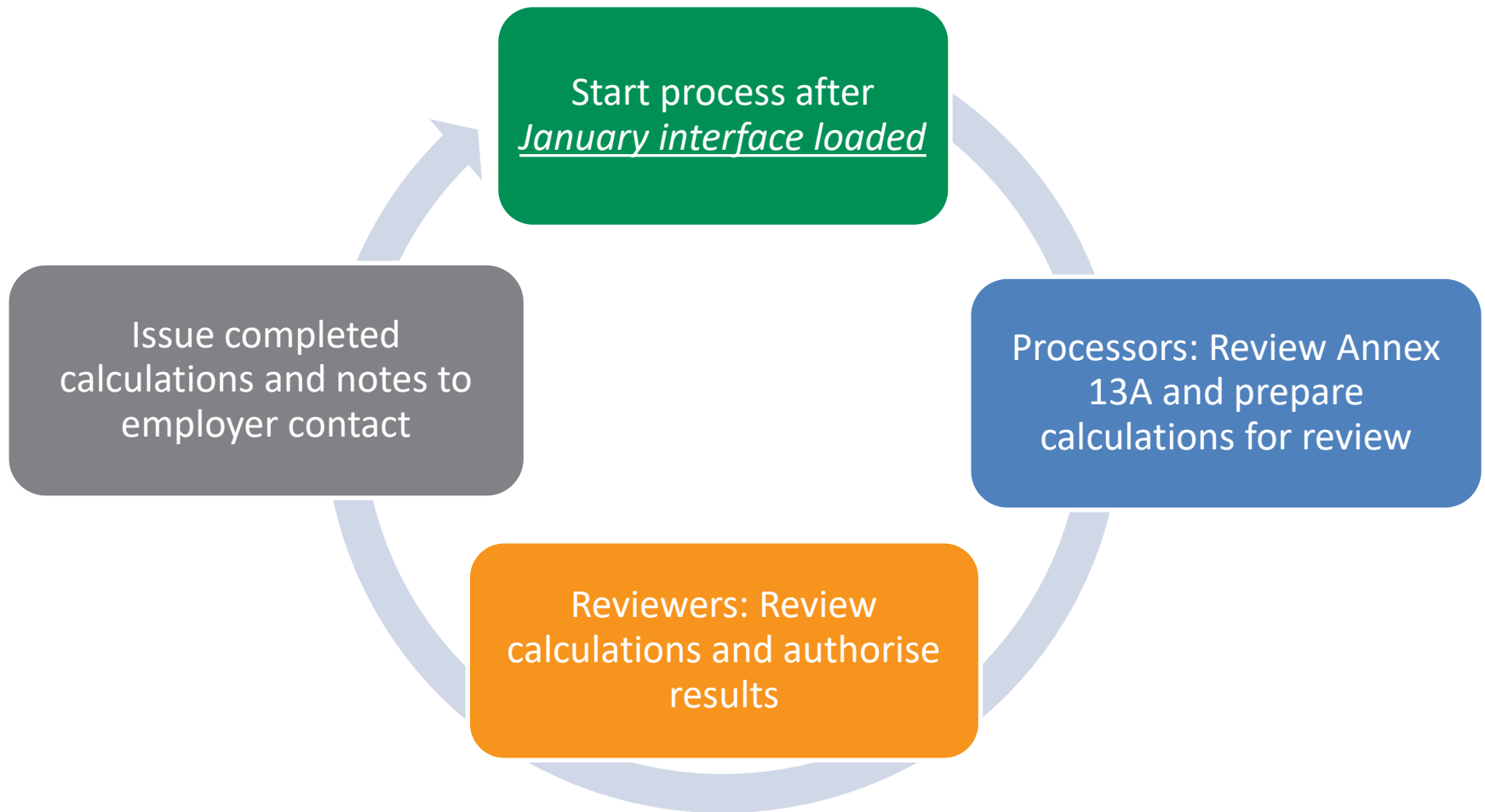
This is due to ongoing improvements to the process

Employers now only need to submit the Annex 13A

MyCSP Process



MyCSP process – data calculations





Common issues and questions

Common questions

What is the current position for RA2024?

- Due to the Remedy project, an agreed approach on how the reporting will be done this year has only been recently agreed.
- We now need to work closely with the Cabinet Office and NAO to issue communications imminently.

What's next?

-MyCSP will issue the EPN with all relevant information as soon as possible.

-A schedule of agreed deadlines will also be agreed between Cabinet Office and NAO

Common questions

What will happen if an interface or Annex 13A is delayed? Or if more names are sent late?

Any delay in Annex 13A or January interface can delay the processing of Resource Accounts.

Audit and deadline dates will need to be reconsidered and agreed, this includes instances where information for additional members have been requested late.

Once a deadline has been given, can this be changed?

Cabinet Office have agreed deadlines & a valid reason for the change (for example, the NAO Audit Date has changed) along with supporting evidence



Where to find more information

Employer Pension Guide & EPN

resourceaccounts2024@mycsp.co.uk



Any questions?

Hot Topics – What's coming up for Employers?

CARE YEAR
END

PIP File

Employer
Forums

EPA

Contribution
changes

Podcasts